



Experience Verifications (EV) Employment History Review (EHR)

Message to New Hires – Employee Initiated Process

Requesting your Experience Verification(s) & Employment History Review (EHR) is easier than ever before. We utilize Verifent for this process to streamline responses and for data security purposes.

Visit www.Verifent.com.

Click **'Let's Get Started Now'** button in the upper-right hand corner and

Click **'Employees'** button.

Click **'Initiate Experience Verification'** button (Certified & Classified Employees of School Districts)

Step 1: Hiring School District

- A. Click 'Choose a Hiring School District'
- B. Enter the Hiring District (**Arlington Heights School District 25**)
- C. **CERTIFIED EMPLOYEES**
 - a. Select **'YES'** for **Certified Experience Form**
 - b. Select **'YES'** for **Faith's Law Employment History Review (HER) Form & Self Disclosure**
- D. **NON-CERTIFIED EMPLOYEES**
 - a. Select **'NO'** for **Certified Experience Form**
 - b. Select **'YES'** for **Faith's Law Employment History Review (HER) Form & Self Disclosure**

Step 2: Enter Your Information

- A. Enter your information and click 'I Agree.'
- B. Click the link on the confirmation email.

Step 3: Former EMPLOYER or School District(s)

- A. Click 'Enter ALL Former **EMPLOYERS** or School Districts'
- B. Enter the Former EMPLOYER or SCHOOL District(s) that you need an Experience Verification from.
 - a. If your Former EMPLOYER or School District(s) does not drop down as you type under 'Former Employer or School District Lookup', click 'Enter New Employer or District', and enter the information requested.

****Note: Multiple Former Employer & School Districts can be selected****

Step 4: Choose 'Free'

Verifent will notify you of the progress of your requests through email.

If you have any questions, please contact our Support Team at support@verifent.com.

Questions?
info@Verifent.com